



Manitoba Institute of Trades and Technology (MITT) is Manitoba's newest college - a unique educational institution offering post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.

EXECUTIVE ASSISTANT, OFFICE OF THE PRESIDENT

Full-Time, 35 hrs/week

The Executive Assistant (EA) is responsible for providing administrative support to the President and CEO and ensuring the efficient operation of the Office of the President. The EA has well developed interpersonal skills, exercises considerable initiative and judgement in managing a complex workload independently, and understands and is committed to protocol, confidentiality, and professionalism.

Responsibilities include but are not limited to:

- Promotes a positive image of MITT; greets and receives visitors to the President's Office, handles all inquiries within the capacity of the EA.
- Manages multiple complex calendars, prioritizes appointments, and keeps the President on schedule.
- Coordinates the flow of incoming and outgoing information.
- Prepares routine to complex correspondence.
- Handles sensitive issues; assures confidentiality by exercising discretion in communicating information.
- Provides support to committees chaired by the President, or others as required.
- Coordinates and provides logistical support for meetings and events.
- Manages the President's Office budget.
- Develops and maintains complex electronic and paper filing systems and contact directories.
- Maintains records for staff reporting to the President.
- Performs routine office management responsibilities.

Skills include but are not limited to:

- A proactive focus on providing individualized support.
- Strong organizational and time-management skills and the ability to balance multiple tasks and prioritize duties under pressure.
- Strong interpersonal skills and the ability to build harmonious working relationships.
- Ability to exercise good judgment, act with tact and poise, and protect confidential information.
- Ability and willingness to problem-solve, assess options and implications, and identify solutions.
- Keen attention to detail.
- Advanced skills in Microsoft Office.
- Strong grammar and writing skills and experience preparing accurate, error-free documents.
- Flexibility and the ability to perform duties outside office hours when required.

Qualifications:

- College or university graduate with a minimum of five years progressively responsible administrative and/or clerical experience.
- Experience providing administrative support to senior level managers or executives.
- Experience providing administrative support in an academic environment is an asset.

The Executive Assistant supports MITT's commitment to reconciliation and Indigenous inclusion.

Application deadline: 4:30 pm, January 22, 2018.

Submit a cover letter and detailed resume to HR@mitt.ca or fax 204-488-4152. Quote competition **#2017-021** in the email subject line.

Salary Considerations: MITT offers a competitive salary and benefits package to all employees. Please state your salary expectations in your cover letter.

We are growing, come grow with us. MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.

MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare.

This position requires the successful completion of a Criminal Record check including vulnerable sector. We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.